

Updated PTO Policy effective May 1, 2022

Paid Time Off (PTO) is provided by GTG Automation for Employees to be away from work due to vacation, illness, or other personal reasons. Each employee accrues PTO according to the years worked with the company. Employees will not earn PTO while on any type of leave.

Non-Billable & Salary Exempt Employee's

GTG will no longer buy PTO hours.

You are allowed to use 8 or 9 hours of PTO; the hours depend on your regular work schedule.

If you have 40 hours in a week, you work 5 days, you are allowed to leave early with the approval of your Supervisor & not use PTO hours if you need to take off.

Your work day cannot be over 10 hours.

Only one person may be off in your department, we will not approve both people off in the same department.

Non-Billable & Salary Exempt					
	Year One	Year Two	Year Three	Year Four	Year Five
Maximum PTO Annual Accrual	80	120	120	120	160
Max Roll Over	20	40	40	40	40
Max Buy Out	0	0	0	0	0

Hourly Field Employee's

You may use 10 hours of PTO for your work day.

GTG will buy back up to 20 hours of PTO after you have rolled over 40 hours.

Hourly Field Employees					
	Year One	Year Two	Year Three	Year Four	Year Five
Must Roll over hours before buy out can occur					
Maximum PTO Annual Accrual	80	120	120	120	160
Max Roll Over	0	40	40	40	40
Max Buy Out	0	20	20	20	20

Any issue with PTO time will need to be addressed with Greg Griffin.

Employee Name & Signature

Date

All PTO must be requested using the PTO request form at <http://gtg247.com/pto>. If you need help accessing this form, contact your supervisor or the IT Staff.